

City of Willoughby Hills

ORDINANCE NO. 2019-60

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A DOCUMENT MANAGEMENT AGREEMENT WITH COM DOC FOR THE LEASING OF TWO NEW XEROX COPYING DEVICES AND THE MANAGEMENT OF PRINTING SERVICES.

WHEREAS, in 2013, the Mayor had the authority to make purchases for any Department of the City for materials, supplies, equipment, labor, professional services or related items up to the amount of Twenty-Five Thousand Dollars (\$25,000) per purchase, provided that sufficient sums within such Department(s) for such expenditures have been appropriated; and

WHEREAS, on April 26, 2013, the Mayor entered into an agreement with ComDoc for the leasing of two Xerox copying machines and the management of printing services; and

WHEREAS, on January 10, 2019, Council adopted Ordinance No. 2019-4, limiting the Mayor's authority to make purchases for any Department of the City for materials, supplies, equipment, labor, professional services or related items to Five Thousand Dollars (\$5,000) per purchase, provided that sufficient sums within such Department(s) for such expenditures have been appropriated; and

WHEREAS, in his Interoffice Memo to Council President Fellows, Council Members and Council Clerk, the Mayor requested authorization for the renewal of the ComDoc Agreement for copy machines and printers in City Hall as said expense exceeds his spending authority.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:

SECTION 1. The Mayor is hereby authorized and directed to accept the ComDoc Proposal presented July, 2019 and enter into a **2019 Document Management Agreement with ComDoc** pursuant to the terms and conditions identified and outlined in said agreement attached hereto as "Exhibit A", consisting of seven (7) pages and incorporated herein by reference.

SECTION 2. All Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as of the effective date of this Ordinance.

SECTION 3. The actions of this Council concerning and relating to the passage of this legislation were conducted in lawful meetings of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

SECTION 4. This ordinance shall be in full force and take effect at the earliest time permitted by law.

PASSED: _____, 2019

Submitted to the Mayor for his approval
on this _____ day of _____, 2019

ATTEST:

Nancy E. Fellows
President of Council

Approved by the Mayor
_____, 2019

Victoria Ann Savage, CMC
Clerk of Council

Robert M. Weger
Mayor